



**JUSTICE CABINET  
DEPARTMENT OF  
JUVENILE JUSTICE  
POLICY AND PROCEDURES**

**REFERENCES:  
505 KAR 1:110  
KRS 640.070; KRS 640.075**

<b>CHAPTER: Program Services</b>	<b>AUTHORITY: KRS 15A.0652</b>
<b>SUBJECT: Youthful Offender Transfer</b>	
<b>POLICY NUMBER: DJJ 352</b>	
<b>TOTAL PAGES: 2</b>	
<b>EFFECTIVE DATE: 1/04/2016</b>	
<b>APPROVAL: Bob D. Hayter</b>	<b>, COMMISSIONER</b>

**I. POLICY**

A youthful offender (YO) may be transferred to the Department of Corrections (DOC) by the sentencing circuit court, prior to the age of eighteen (18), if the youth has escaped, caused serious disruption to the program, or has exhibited violent behavior.

**II. APPLICABILITY**

This policy shall apply to YO's.

**III. DEFINITION**

Refer to Chapter 300.

**IV. PROCEDURES**

- A. A YO shall be advised verbally, in writing, and sign an acknowledgement of Kentucky Revised Statute (KRS) 640.070, upon admission. When a literacy or communication problem exists, a staff member shall assist the youth in understanding the provision.
- B. Documentation that the youth has received this information shall be kept in the youth's hard case file with a copy given to the youth and a copy forwarded to the Offender Information Administrator in the DJJ Classification Branch.
- C. If a youth is transferred to another facility, a new copy of the KRS 640.070 acknowledgement shall be signed by the youth, the original placed in the youth's hard case file, and copies given to the youth and the Offender Information Administrator in the DJJ Classification Branch.
- D. If the treatment team] decides that a request for transfer of a YO to DOC is appropriate, the youth counselor shall prepare a report that details the rationale for such a request and forward the report to the Superintendent.

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- E. If in agreement, the Superintendent shall forward the report to the Regional Division Director, through the Facilities Regional Administrator (FRA), for review.
- F. If in agreement, the Regional Division Director shall forward the request to the Office of Legal Services and the Commissioner.
- G. The Office of Legal Services shall be responsible for facilitating any needed court process.

**V. MONITORING MECHANISM**

This activity shall be monitored by the Superintendent, the FRA, and the Office of Legal Services.